

A-frame Guidelines

The following guidelines have been established to provide for the safe and equitable use of A-frame signage in designated areas managed by Union Services, including (but not limited to) Union Buildings East and West and the Union Plaza. These areas are available upon approval. These areas will be allocated on a first-come, first-served basis to registered student organizations and University departments who wish to advertise events and activities taking place at these locations. Departments and organizations which do not abide by these policies may face loss of signage display privileges with Union Services.

There is no A-frame space at the EPNG Conference Center.

Reservations

Requests for A-frame placement at the Union Building, Union Plaza, must be received by the Union Services office no later than two (2) weeks prior to the event or activity being promoted. Requests which are not received before this deadline will be denied.

- Signs may only be displayed in the locations specifically approved by Union Services and for the days and times listed on the reservation. Only 4-spots are available in the Union Breezeway.
- **In-door locations to include entrances into the Union Building must receive prior approval prior to placement. This includes day of event directional A-frames.**
- Signage, which is placed without a reservation, in an unapproved location, or outside of the approved time frame will be subject to removal by Union Services staff.
- Cancellation of A-frame space must be received by Union Services no later than 24 hours prior to the reservation start time to avoid a cancellation fee.
- Submit A-frame space request to Union Services at 915-747-5711 or email unionschedling@utep.edu.

Content

All signage is subject to approval by Union Services. Each sign must include the name and contact information of the sponsoring department or organization. Signs printed in a language other than English must include or be accompanied by an English translation. Union Services reserves the right to remove from display materials deemed to be in violation of the policies of Union Services or UTEP's Handbook of Operating Procedures.

Removal

Departments and organizations are responsible for removing all signage and materials at the end of the reservation period or no later than 24 hours after the event being advertised has ended; whichever is earlier. Signage which is left behind is subject to removal by Union Services. Outdoor signage may be temporarily removed by Union Services due to inclement weather or for special events which require maximum space. Union Services is not responsible for missing or misplaced A-frames.

